



WEST ALLIS POLICE DEPARTMENT

Patrick S. Mitchell
Chief of Police

Christopher Botsch
Deputy Chief of Police

Robert Fletcher
Deputy Chief of Police

April 17, 2019

Honorable Mayor and
Members of the Common Council
West Allis, Wisconsin

Dear Mayor Devine and Alderman:

I respectfully request permission to destroy the records enumerated below in accordance with Section 1.09 of the Revised Municipal Code of the City of West Allis.

RECORDS TO BE DESTROYED

FILES NOT MICROFILMED OR BACKED UP ON DISC:

Accident Reports	For the year 2011
Employee Overtime Reports	For the year 2011
Municipal Citations paid and unpaid	For the year 2011
Operating While Intoxicated Reports and associated paperwork	For the year 2011
Parking Citations paid and unpaid	For the year 2011
Uniform Traffic Citations paid and unpaid	For the year 2011
Personal Injury Reports	For the year 2011
Property Sheets	For the year 2011
Jail Rosters	For the year 2011
Uniform Crime Reports	For the year 2011
Booking Sheets	For the year 2011
72 Hour No Contact Forms	For the year 2011
Warning Citations	For the year 2011

In addition, we request permission to immediately destroy other paper records generated during the normal course of work that have already been scanned or stored to alleviate time spent by staff to track, organize, file and store paperwork.



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Respectfully submitted,

A handwritten signature in blue ink that reads "Patrick S. Mitchell".

Patrick S. Mitchell
Chief of Police